

## A G E N D A



## Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	20499	Agenda Number	37.
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Meeting Date:	December 13, 2012
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Department:	Purchasing
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## Subject

Authorize award, negotiation and execution of a 24-month service contract with SAFETEC COMPLIANCE SYSTEMS, for access to and support for a web-based materials safety data sheet management system for Austin Water Utility in an estimated amount not to exceed \$87,125, with two 12-month extension options estimated not to exceed \$39,250 per extension option, for a total estimated contract amount not to exceed \$165,625.

## Amount and Source of Funding

Funding in the amount of \$32,672 is available in the Fiscal Year 2012-2013 Operating Budget of the Austin Water Utility. Funding for the remaining fifteen months of the initial contract period and extension options is contingent upon available funding in future budgets.

## Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required.

Purchasing Language:	Sole proposal received.
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Prior Council Action:	
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For More Information:	Steve Aden, Purchasing Manager, 972-4040
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Boards and Commission Action:	To be reviewed by Water and Wastewater Commission on December 12, 2012.
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MBE / WBE:	
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Related Items:	This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore no goals were established for this solicitation.
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## Additional Backup Information

This contract with Safetec Compliance Systems, Vancouver, WA will provide access to and maintenance of a web-based chemical inventory and materials safety data sheets (MSDS) management system for hazardous materials and chemicals. Access to this data will include the collection, monitoring and reporting of hazardous chemical inventories throughout Austin Water Utility's (AWU) facilities in compliance with various federal, state and local regulations.

Employers must comply with the General Duty Clause of the Occupational Safety Health Act (OSHA), which requires employers to keep their workplace free of recognize hazards. OSHA standards are rules that describe the methods that employers must use to protect their employees from hazards. Congress enacted the Emergency Planning and Community Right-to-Know Act or CPCRA in 1986 to establish requirements for federal, state and local governments, tribes, and industry regarding emergency planning and "community right-to-know" reporting on hazardous and toxic chemicals. The 2003 International Fire Code, as locally amended by the City of Austin, requires that businesses storing or using hazardous materials above-ground obtain a permit. These requirements allow Austin Fire Department to tract potential hazards and inform responding firefighters about specific chemical hazards at a certain location. All of these regulations require an inventory by location and updated MSDS information, which this system will provide.

This system will streamline data collection, report creation and permit submittals, and provide crucial multi-user access to AWU. In addition, the contract will provide technical assistance and training, if requested by AWU.

An Austin Water Utility evaluation team with safety and environmental expertise evaluated the proposal based on the proposed system concept, experience, personnel qualifications and certifications, and management structure. The evaluation team recommended award to the sole proposer.

MBE/WBE solicited: 16/5

MBE/WBE bid: 0/0

#### **PRICE ANALYSIS**

- a. Sole proposal. The proposal closing date was extended to see if other firms may be interested without success. This is a specialized service with limited companies able to provide this service.
- b. One hundred ninety-seven notices were sent including 16 MBE's and 5 WBE's. One proposal was received, with no responses from MBE or WBE firms.

#### **APPROVAL JUSTIFICATION**

- a. Safetec Compliance Systems currently provides similar services to Austin Energy.
- b. The Purchasing Office concurs with Austin Water Utility's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.